

HRIS – Human Resources Information Solution

RESOURCE GUIDE: MANUAL PAYMENTS





MANUAL PAYMENTS

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Manual Payment Overview

Introduction

An employee may receive pay outside of the normal pay cycle process through a manual payment, (also called Handwrite). Requests for manual payments occur for a number of different reasons, for example:

- Involuntary Termination (Dismissal of an employee)
- Death – Final Payout
- Settlements / Judgments

Agency Payroll enters the information required to generate the manual payment, but will not be able to print the warrant. The General Accounting Office (GAO) Central Payroll Office completes the following:

- Reviews all manual payments for accuracy
- Prints the warrants
- Distributes the warrants back to the requesting Agency

For specific rules and policies regarding manual payments, refer to the State of Arizona Accounting Manual and Agency Payroll Guide on the General Accounting Office website.

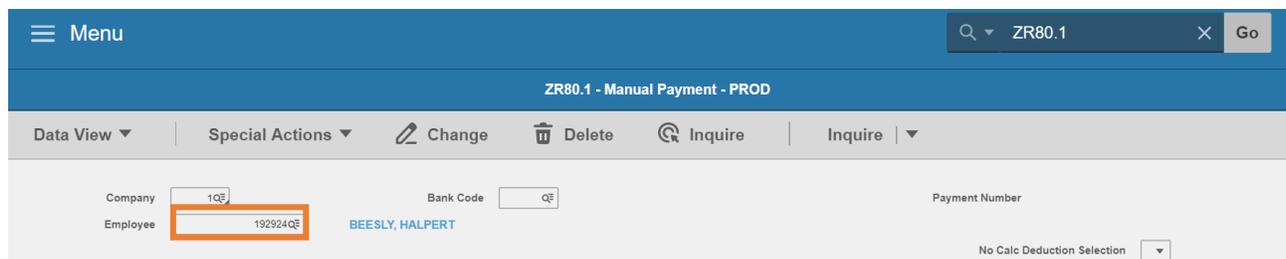
The Manual Payment (ZR80.1) is available until 12:00 p.m. daily

Deduction Cycle Definitions

- **Deduction Cycle 1:** First pay of the month. All deductions, mandatory and voluntary, are deducted
- **Deduction Cycle 2:** Second pay of the month. All deductions, mandatory and voluntary, are deducted
- **Deduction Cycle 3:** Third pay of the month. All deductions, mandatory (except Child Support) and voluntary are deducted
- Child Support, Child Support Arrearages, Spousal Support, Creditor Fee and Support Fees are deducted on both Cycle 1 and Cycle 2
- Garnishments and Levies are deducted on a Cycle 1, Cycle 2 and Cycle 3
- Manual Payments, reflecting **Current Pay Period Time Records**, must be keyed using Cycle 1, Cycle 2 or Cycle 3
- **Deduction Cycle 5:** Special cycle that doesn't have fixed amount deductions
 - All Manual Payments, reflecting **Prior Pay Period Time Records**, must use Cycle 5
 - Must select all **One-Time Deductions** when using Cycle 5

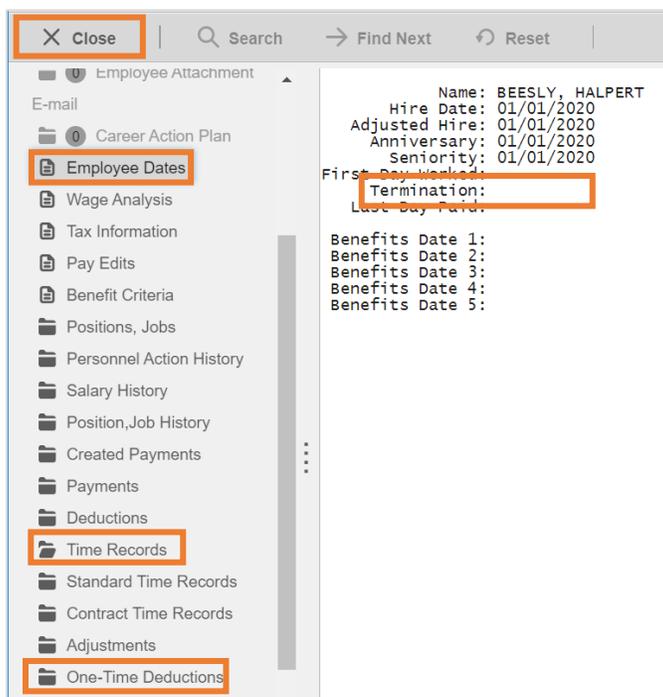
Drill Around

Use Drill Around to verify critical employment dates, and existing time records before the **Manual Payment** is created. Access Drill Around from the Employee field on any HRIS Screen.



The screenshot shows the 'ZR80.1 - Manual Payment - PROD' screen. The 'Employee' field is highlighted with a red box and contains the value '1929240E'. The 'Company' field contains '10E'. The 'Bank Code' field contains '0E'. The 'Payment Number' field is empty. The employee name 'BEESLY, HALPERT' is displayed below the Employee field.

1. Place cursor in **Employee** field
2. Right-Click to select **Drill Around**

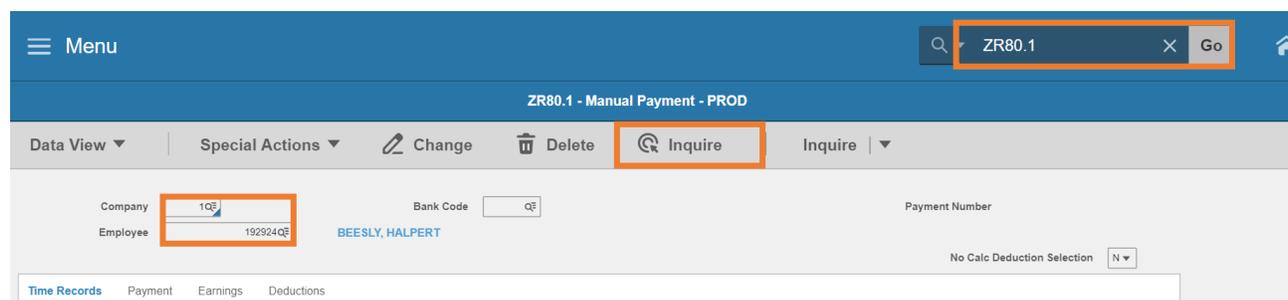


The screenshot shows the 'Drill Around' menu for employee 'BEESLY, HALPERT'. The menu items are: Close, Search, Find Next, and Reset. The menu items are: Employee Attachment, E-mail, Career Action Plan, Employee Dates (highlighted with a red box), Wage Analysis, Tax Information, Pay Edits, Benefit Criteria, Positions, Jobs, Personnel Action History, Salary History, Position, Job History, Created Payments, Payments, Deductions, Time Records (highlighted with a red box), Standard Time Records, Contract Time Records, Adjustments, and One-Time Deductions (highlighted with a red box). The right pane shows employee details: Name: BEESLY, HALPERT, Hire Date: 01/01/2020, Adjusted Hire: 01/01/2020, Anniversary: 01/01/2020, Seniority: 01/01/2020, First Day Worked: [redacted], Termination: [redacted], Last Day Paid: [redacted], Benefits Date 1: [redacted], Benefits Date 2: [redacted], Benefits Date 3: [redacted], Benefits Date 4: [redacted], Benefits Date 5: [redacted].

3. Click **Employee Dates** – No time records can be entered after the **Termination date**
4. Click **Time Records**. Review the Time Records to determine if batch time records exist for the pay period covered by the Manual Payment
 - If Time Records exist, they **must be deleted** after the Manual Payment is complete, to ensure that the employee is not overpaid
 - Drill Around on any time record date to identify the batch number
5. Click **One-Time Deductions** – If deductions exist, select into the manual payment
6. Click **Close** to return to previous form

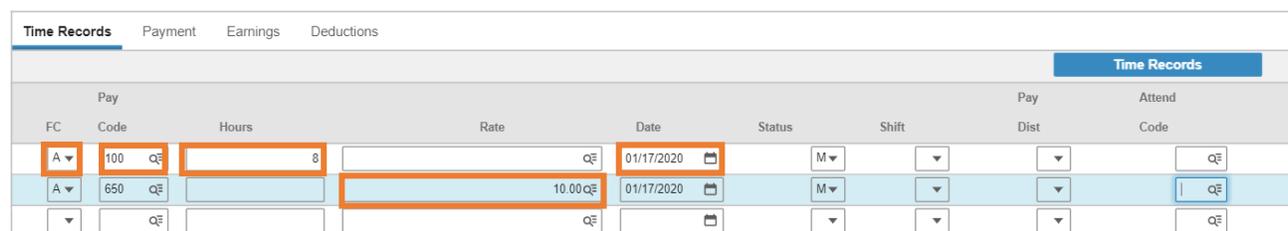
Manual Payment Time Records

Add Time Records



1. Type **ZR80.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. Click **Inquire**

If the employee has any existing manually entered Time Records, the records will display on the Time Record tab. If no Time Records exist, message **No current or manual time records found for employee** is displayed in the status bar.



FC	Code	Hours	Rate	Date	Status	Shift	Pay Dist	Attend Code
A	100	8		01/17/2020	M			
A	650		10.00	01/17/2020	M			

5. **FC:** Type or select **A** to add a new time record to the manual payment
6. **Pay Code:** Type or select the **Pay Code**
 - If Pay Code 101 **Reg in Excess of 40 Hrs** is selected on a dismissal check for an employee, the premium overtime (pay code 997) needs to be calculated manually because the program does not calculate overtime. See **'Agency Payroll Guide – Premium Overtime Calculator'**
7. **Hours:** Type the **hours** up to two decimal places or leave blank for Amount type pay codes
 - Hours must be input in hours worked / taken per day increments i.e. 8.0 hours
 - Leave Payouts can be lumped together
 - Amount type pay codes that have hours/2020 populated, will result in the check being deleted
8. **Rate:** Type a flat **dollar amount** if required or leave blank for Hours only pay codes
 - Hours only pay codes that have a rate populated, will result in the check being deleted
9. **Date:** Type or select the **time record date**
 - Date is the day services were performed

- Leave Payouts use any date within the pay period but date must be before the employee’s termination effective date

Time Records									
Time Records									
Pay									
FC	Code	Hours	Rate	Date	Status	Shift	Pay Dist	Attend	Code
A	100	8		01/17/2020	M				
A	650		10.00	01/17/2020	M				

- Status:** Leave blank, will default to **M**
- Shift:** Leave blank to default or select **1, 2** or **3** for shift differential that is different from the employee’s default setup
- Pay Dist:** Leave blank to default or select **N** to override Default Labor Distribution shown on the Employee’s XP02/ZP02 or XR23.3 position form
 - If left blank, **N** will populate this field if no XR23.3 payroll distribution record exists for the position; **Y** will populate if a XR23.3 payroll distribution record exists for the position
 - If **N** is selected, follow instructions to enter new Labor Distribution values (described in steps 14-17 below)
- Attend Code:** Leave blank or select an **Attendance Code**

Steps to define a different Labor Distribution than the Position default
(Skip steps 14-17 if using the default)

Expenses					
Process					
Level	Department	Expense Account		Activity	
AD123	45678	AD132456	6011	2019	

- Process Level and Department:** Leave blank
- Expense Account:** Type or select an **Accounting Unit**
 - If left blank, field will default to the employee’s Accounting Unit
- Sub-Account:** Leave blank or select a value. Equates to the Budget Fiscal Year (BFY)
 - If left blank, field will default to the employee’s Sub-Account
- Activity:** Leave blank or select **Activity** and **Account Category**.
 - If one of these fields is populated, the other is also required to be populated
 - If left blank, Activity and Account Category will default to the current values shown on the Position Labor Distribution (ZP02/ZP02) form

DO NOT ENTER DATA in the other fields-they will default to existing/valid values.



ZR80.1 - Manual Payment - PROD

Data View ▾ | Special Actions ▾ | **Change** | Delete | Inquire | Inquire ▾

No Calc Deduction Selection N ▾

Time Records | Payment | Earnings | Deductions

Time Records									
Pay					Attend				
FC	Code	Hours	Rate	Date	Status	Shift	Pay Dist	Attend Code	
A ▾	100 QE	8	QE	01/20/2020	M ▾	▾	▾	QE	
A ▾	100 QE	8	QE	01/21/2020	M ▾	▾	▾	QE	
A ▾	100 QE	8	QE	01/22/2020	M ▾	▾	▾	QE	
A ▾	100 QE	8	QE	01/23/2020	M ▾	▾	▾	QE	
A ▾	100 QE	8	QE	01/24/2020	M ▾	▾	▾	QE	

Expenses

Process

Level: Department: Expense Account: AD123456 Activity:

- 18. Repeat steps 5-17 for remaining 4 rows if necessary
- 19. Click **Change**
 - Status bar displays message **Update Complete**
 - Fields left blank will now display the defaulted values

Add Additional Time Records

The ZR80.1 is limited to 5 rows of entry. After you have completed the steps and clicked Change to add the initial time records, follow these steps to add additional time records.

ZR80.1 - Manual Payment - PROD

Data View ▾ | Special Actions ▾ | **Change** | Delete | Inquire | Inquire ▾

Company: 100 | Bank Code: | Payment Number:

Employee: 192924QE | **BEESLY, HALPERT**

No Calc Deduction Selection N ▾

Time Records | Payment | Earnings | Deductions

Time Records									
Pay					Attend				
FC	Code	Hours	Rate	Date	Status	Shift	Pay Dist	Attend Code	
▾	100 QE	8	15.00QE	01/20/2020	M ▾	1 ▾	N ▾	QE	
▾	100 QE	8	15.00QE	01/21/2020	M ▾	1 ▾	N ▾	QE	

1. Click **Time Records**
2. Pop-up window displays message **Press OK to process**
 - Click **OK**
3. Sub-form **XR36.4 Manual Time Record Maintenance** displays with the previously entered rows



Menu Q ZR80.1 X Go

XR36.4 - SOA Manual Time Record Maintenance - PROD

Data View | Special Actions | + Add | Change | Previous | Inquire | Next | Inquire |

RETURN

Pay		Hours	Rate	Date	Status	Shift	Pay		Attendance	
FC	Code						Dist	Code		
▼	100 QE	8.00	36.0577 QE	01/20/2020	M▼	1▼	Y▼	QE	*	
▼	100 QE	8.00	36.0577 QE	01/21/2020	M▼	1▼	Y▼	QE	*	
▼	100 QE	8.00	36.0577 QE	01/22/2020	M▼	1▼	Y▼	QE	*	
▼	100 QE	8.00	36.0577 QE	01/23/2020	M▼	1▼	Y▼	QE	*	
▼	100 QE	8.00	36.0577 QE	01/24/2020	M▼	1▼	Y▼	QE	*	
A▼	100 QE	8	QE	01/27/2020	M▼	1▼	Y▼	QE	*	
▼	QE		QE		▼	▼	▼	QE		
▼	QE		QE		▼	▼	▼	QE		

- Find the next available row and enter values as previously instructed
 - Required Fields: FC, Pay Code, Hours or Rate, Date
 - Optional Fields: Shift, Pay Dist, Attendance Code

To override default Labor Distribution:

Expenses Memo

Process

Level	Department	Expense Account		Activity
QE	QE	XXXXXX QE	6011 QE 2020 QE	XXXXX QE XX0 QE

- Click **Expenses** tab and input values ONLY in the following fields:
- Expense Account:** Type or select an **Accounting Unit**
 - If left blank, field will default to the employee’s Accounting Unit
- Sub-Account:** Leave blank or select a value. Equates to the Budget Fiscal Year (BFY)
 - If left blank, field will default to the employee’s Sub-Account
- Activity:** Leave blank or select **Activity** and **Account Category**
 - If one of these fields is populated, the other is also required to be populated
 - If left blank, Activity and Account Category will default to the current values shown on the Position Labor Distribution (ZP02/ZP02) form



Menu ZXR80.1 Go

XR36.4 - SOA Manual Time Record Maintenance - PROD

Data View | Special Actions | + Add | **Change** | Previous | Inquire | Next

100	Q	8.00	36.0577Q	01/20/2020	M	1	Y	Q	
100	Q	8.00	36.0577Q	01/21/2020	M	1	Y	Q	
100	Q	8.00	36.0577Q	01/22/2020	M	1	Y	Q	
100	Q	8.00	36.0577Q	01/23/2020	M	1	Y	Q	
100	Q	8.00	36.0577Q	01/24/2020	M	1	Y	Q	
A	100	Q	8	Q	01/27/2020	M	1	N	Q

9. Click **Change Always**

Never Click Add or the existing time records will duplicate

- Status bar displays message **Change Complete – Continue**

Tip: If there are additional time records to enter and all the rows are used, place your cursor in the FC field of the first row and Click the **Ctrl Shift K** buttons on the keyboard to clear out the saved entries. Repeat the steps for adding time records using FC of **A** and **Change** to save the additional time records.

XR36.4 - Manual Time Record Maintenance - PROD

Data View | Special Actions | + Add | **Change** | Previous | Inquire | Next | Inquire

Company: 1Q STATE OF ARIZONA
 Employee: 192924Q BEESLY, HALPERT
 Status: A All

RETURN

10. After all entries are completed, click **RETURN**. The ZXR80.1 Manual Payment screen will display



Manual Payment One-Time Deductions

One-time deductions are used in a manual payment to collect or give money to the employee. One-time deductions can be a part of a manual payment by:

Selecting or Unselecting an existing one-time deduction that already exist on the employee's record

- Agencies are **NOT** permitted to unselect any Benefits' one-time deductions that may exist. For further assistance, contact ADOA Benefits
- Agencies are **NOT** permitted to unselect any Garnishment deductions
- Agencies are **NOT** permitted to unselect Bus Card payments for a terminating employee
- Agencies **MUST** always Drill Around on the employee's record (i.e. under the One-Time Deductions folder), to verify that all one-time deductions have been properly selected into the Manual Payment

For assistance with One-Time Deductions, contact the General Accounting Office (GAO) to assist with adding or changing one-time deductions.

Select One-Time Deductions

The steps to select a one-time deduction only apply to deductions that already exist on the employee record. **Select** is being used to include existing one-time deductions in the manual payment.

Unselect should only be used for one-time deductions selected in error

1. Click **Payment**
2. Click **One Time Deduction**



Sub-form **ZR80.3 Manual Payment One Time Deduction** displays

ZR80.3 - Manual Payment One Time Deduction - PROD

← Back
Detach
Special Actions ▾
 Change
 Inquire
|
Inquire ▾

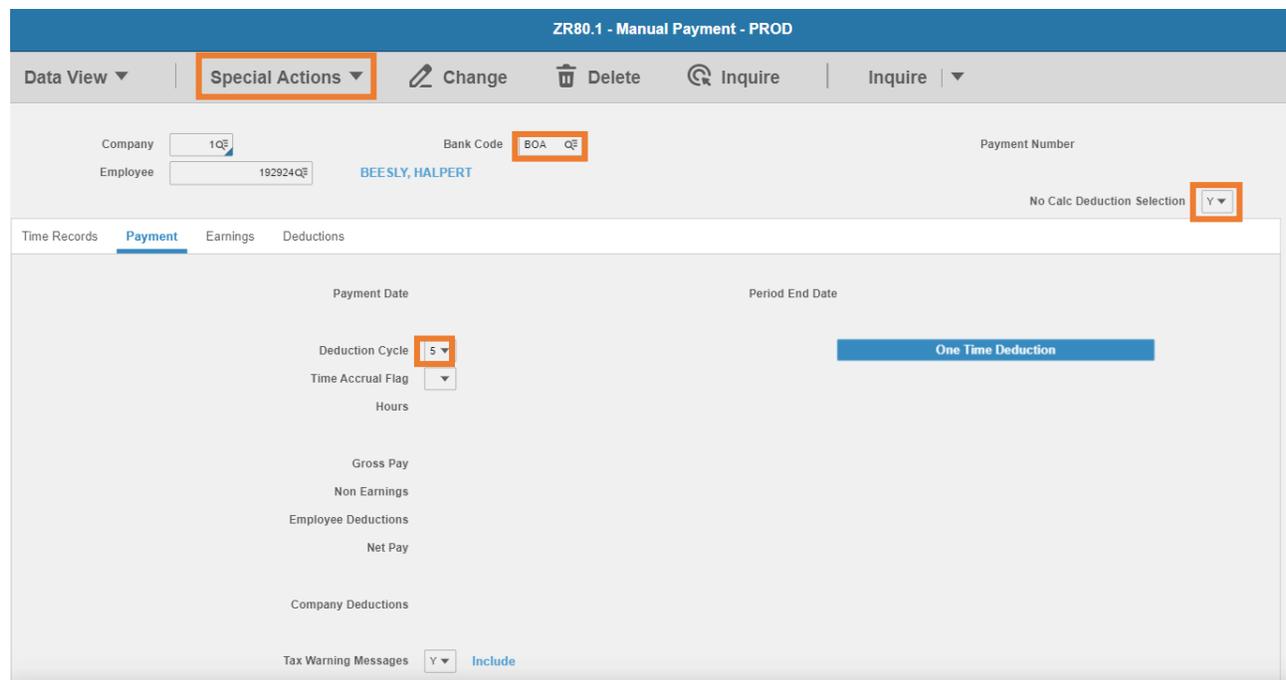
Company **1**
 Employee **BEESLY, HALPERT**

FC	Deduction	Amount	Date	Stat	Prt	Chk Grp	Payment Description	Record Type
<input type="button" value="S"/>	<input type="text" value="3607"/> <input type="button" value="QE"/>	<input type="text" value="22.50"/>	<input type="text" value="01/24/2020"/> <input type="button" value="Calendar"/>	<input type="button" value="C"/>	<input type="button" value="9"/>		<input type="text" value="BUS-PHX"/>	
<input type="button" value="v"/>	<input type="text" value="M187"/> <input type="button" value="QE"/>	<input type="text" value="54225.00"/>	<input type="text" value="01/17/2020"/> <input type="button" value="Calendar"/>	<input type="button" value="C"/>	<input type="button" value="1"/>		<input type="text" value="UHC"/>	<input type="text" value="Manual Pay Deduction"/>
<input type="button" value="v"/>	<input type="text" value=""/> <input type="button" value="QE"/>	<input type="text" value=""/>	<input type="text" value=""/> <input type="button" value="Calendar"/>	<input type="button" value="v"/>	<input type="button" value="v"/>		<input type="text" value=""/>	

- FC:** Use the drop-down to pick **S-Select**
- Click **Change**. Record Type will display **'Manual Pay Deduction'**
- Click **Back** to return to ZR80.1

Calculate the Manual Payment

After time records are added and one-time deductions are selected, the payment must be calculated to allow a review for accuracy and completeness.



1. **Bank Code:** Type or select **BOA**
2. **No Calc Deduction Selection:** Select **Y**

NEVER select N – selecting N may cause processing issues

3. **Deduction Cycle:** Type of select **1, 2, 3** or **5**
 - Select **1:** First pay of the month, includes all deductions
 - Select **2:** Second pay of the month, includes all deductions
 - Select **3:** Third pay of the month, no voluntary deductions taken (except Benefit Deductions)
 - Select **5:** No fixed amount deductions taken
4. **Time Accrual Flag:** Leave blank
5. **Tax Warning Messages:** Defaults to **Y**
6. Click **Special Actions**, select **Calculate**

HRIS will calculate the payment based on the time records and deduction cycle selected. If messages exist, the HR99.1 Messages sub-form will display.

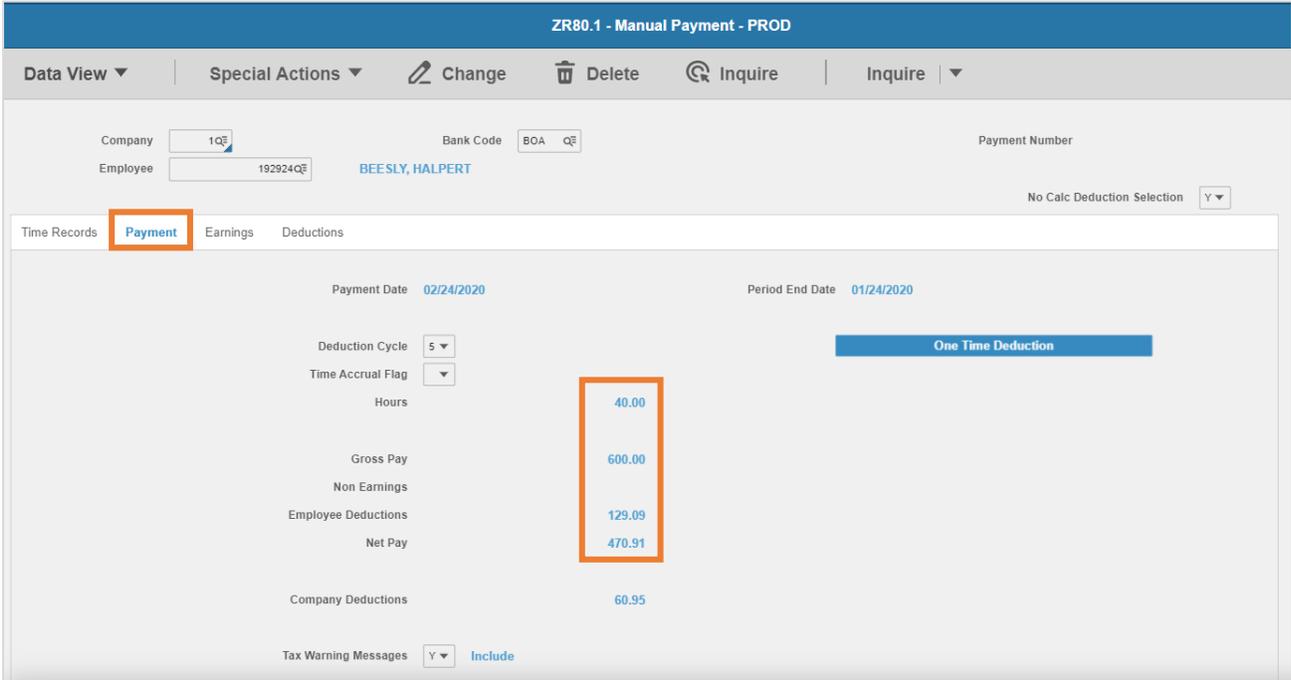


7. Review messages

- **Warning more deductions exist than can be displayed.** This message notifies that more viewable deductions appear on the Manual Payment – Deductions Related page. To view these deductions, click the Deduction link, then click Page Down on the Deductions Related page
- **BSI Taxfactory Warnings Exists – Check message view.** This message can be ignored
- **Payment calculation complete, Payment not added.** This message indicates the calculation has been completed but the payment has not been added yet

8. Click OK to return to the Manual Payment

Review Payment Calculation



9. Click Payment

10. **Hours, Gross Pay, Employee Deductions, and Net Pay:** Review fields to ensure the payment setup is correct



Review Earnings Calculation

ZR80.1 - Manual Payment - PROD

Data View | **Special Actions** | **Change** | **Delete** | **Inquire** | **Inquire**

Company: 1QE | Bank Code: BOA | Payment Number: | Employee: 192824QE | **BEESELY, HALPERT** | No Calc. Deduction Selection: Y

Time Records | Payment | **Earnings** | Deductions

Payment Date	02/24/2020	Period End Date	01/24/2020
Gross Pay	600.00	Net Pay	470.91
Non Earnings			
Employee Deductions	129.09	Company Deductions	60.95

Earnings	Hours/Units	Amount	Earnings	Hours/Units	Amount
REGULAR	40.00	600.00			

11. Click **Earnings**

12. Review values

- **Payment Date:** Check date of payment
- **Per End Date:** Pay period ending date of the time records
- **Gross Pay, Net Pay, Employee Deductions, Company Deductions:** Total dollar amount of time records and deductions based on Deduction Cycle selected
- **Earnings, Hours and Amount:** Summary of time records entered on the Time Record tab



Review Deductions Calculation

ZR80.1 - Manual Payment - PROD

Data View | Special Actions | Change | Delete | Inquire | **Inquire** |

Company: 1QE | Bank Code: BOA QE | Payment Number: |
 Employee: 192924QE | **BEESELY, HALPERT** | No Calc Deduction Selection: Y

Time Records | Payment | Earnings | **Deductions**

FC	Deduction	Amount	Taxable	Excess	Type
▼	T101 QE FEDERAL	45.10	577.50		Employee Tax
▼	T103 QE SOC SEC	37.20	600.00		Employee Tax
▼	T105 QE MEDICARE	8.70	600.00		Employee Tax
▼	T201 QE ARIZONA	15.59	577.50		Employee Tax
▼	3607 QE *BUS-PHX	22.50			Employee Other
▼	T102 QE SOC S ER	37.20	600.00		Company
▼	T104 QE MEDI ER	8.70	600.00		Company
▼	T108 QE FUTA ER		600.00		Company
▼	T202 QE SUTA ER	.60	600.00		Company
▼	3800 QE TECH CHG	1.80			Company
▼	3802 QE PERS CHG	4.98			Company
▼	3804 QE ACUM SCK	2.40			Company
▼	3806 QE WORKCOMP	5.09			Company
▼	3810 QE PBRD CHG	.18			Company

13. Click **Deductions**

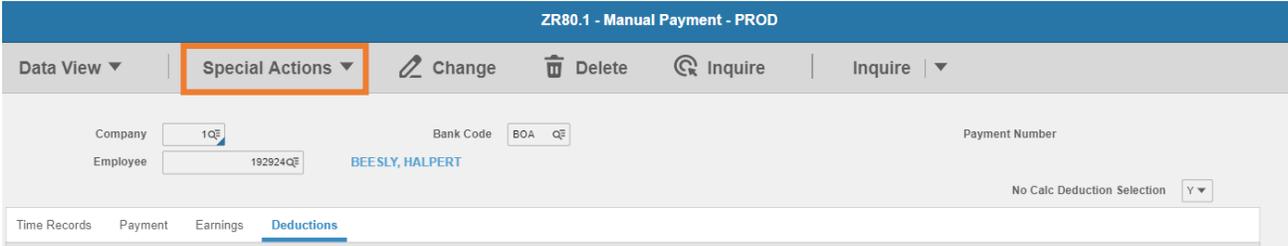
14. Deductions displayed are based on the deduction cycle selected on the Payment tab and one-time deductions previously selected. Additional deductions may be available and can be accessed by clicking **Inquire Page Down/Page Up** or using the **pg up** and **pg dn** buttons on the keyboard

- If a deduction needs to be changed or removed, Contact the General Accounting Office (GAO) for assistance
- Note: Deductions entered with a negative (-) amount will pay money to the employee



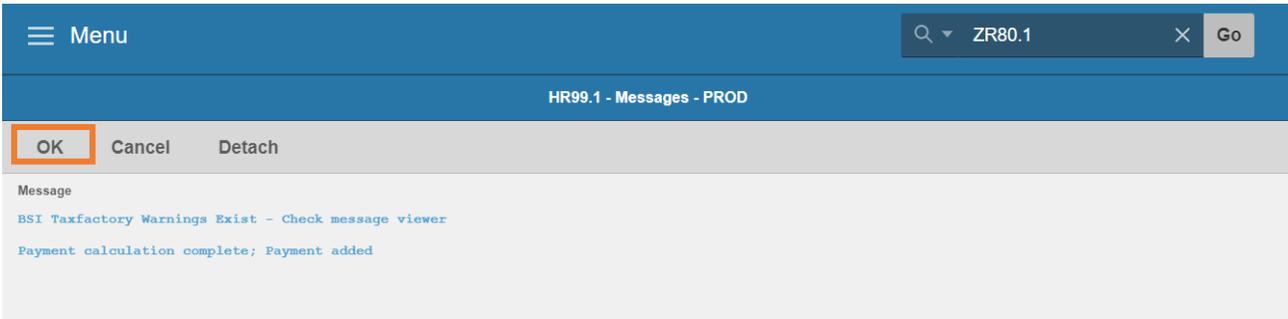
Add the Manual Payment

After a review of the tabs has been completed, the payment needs to be added.

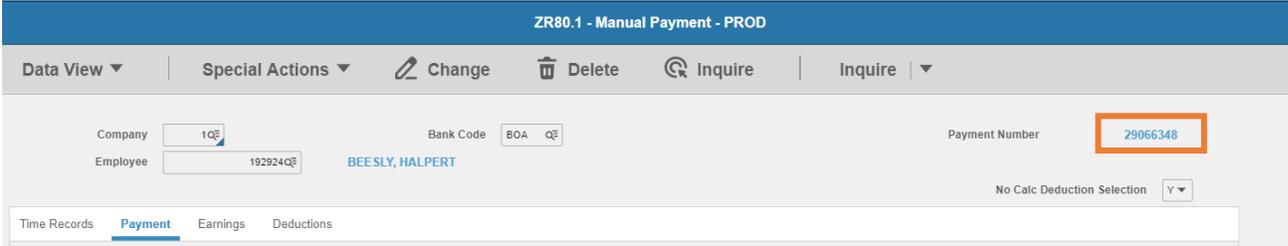


1. Click **Special Actions**
2. Select **Calculate; Add**

HR99.1 Messages sub-form will display.



3. Review messages
 - **BSI Taxfactory Warnings Exists – Check message view.** This message can be ignored
 - **Payment calculation complete, Payment added.** This message indicates the payment is now created
4. Click **OK** to return to the Manual Payment



5. **Payment Number** is now populated. Use the Payment Number when completing the GAO-99A

To keep a hard copy of the Manual Payment created, complete screen-prints now. The information will no longer be displayed if you leave the screen.

This completes the process for creating a Manual Payment.